

This brief overview of SSE (Somers Square East) is for reference only and is treated at length in its Bylaws. A copy of the Bylaws will be provided to you by the Welcoming Committee.

Somers Square East Condominium complex was established in 1981 and is governed by the Declaration of Horizontal Property Regime and the Somers Square East Homeowners Association Bylaws as amended in 2023.

The Board of Directors:

- Oversees compliance and consistency to the regulations.
- Maintain the standards of a well-kept community through the collection of assessments and the disbursement of costs engendered by the Association.
- Composed of nine volunteer residents
- Serve 3 year terms.
- Acts as an agent for the vested interest of Somers Square.

Monthly HOA Assessments fee:

- Due the first of the month and if not paid by the 10th will be charged a late fee. For each fiscal year (January through December)
 - the first late fee occurrence will be \$25.00,
 - the 2nd occurrence will be \$35.00,
 - the 3rd occurrence will be \$50.00 and
 - 4 or more late fees shall be \$75.00 each.
 - This charge is added to the resident's account.
- The checks (**please no cash**) for fees should be made out to SSEHOA and mailed to the office at 2040 Cornwall Ct. or dropped in the mail slot there.
- No invoices will be sent.
- If maintenance fees are not paid for 3 months, the account will be turned over to our attorney for further action. Any additional legal fees thereby incurred will be the responsibility of the homeowner.

Responsibilities of the Homeowners Association include the exterior of the condominium such as lawn maintenance, exterior painting of trim, snow removal, roof and siding repair, insurance on the buildings, liability of the common grounds and for the actions of the Board of Directors.

Some of the services included in your HOA fee

- Association Insurance
- Sidewalk repairs
- Tree trimming
- Maintenance painting
- Snowplowing - **of 2" and above**
- Siding repairs and maintenance
- Gutter Cleaning
- Spring/Fall Cleanup
- Court maintenance/repair
- Lawn care – mowing, trimming, blowing, edging, fertilization, weed control, and shrub trimming, leaf removal

- Irrigation maintenance, repairs and water
- Roofing

Responsibilities of Condo Owners

- Includes the interior of the home, including skylights, windows, doors (inside and out), screens, painting, plumbing, electricity, window wells, garage door maintenance and controls, heating and air conditioning are the responsibilities of the Homeowner.
- This also includes exterior extensions of any interior utility.
- The unit owner is also responsible for porches, shrubs, plants, mulch, flower beds, yard items, and ice removal on decks and patios.
- This includes all weeding of bedding areas and proper disposal of weeds.
- The limited common areas (driveways and walks) also are the homeowner's responsibility (except for removal of snow measuring 2 or more inches.)

The Homeowners Association carries a blanket insurance policy for the community, but homeowners are responsible for their own personal condo owner's policy.

Alterations, Additions, Improvements

- No owners shall make any alterations to the common or limited common areas of Somers Square without the prior approval of the Board of Directors. This includes not only additions, porches, fences and patios, but also the planting and replacement of trees or major shrubs, replacement of doors, windows, and outdoor light fixtures and outside handicap ramps.
- Requests to make such alterations shall be submitted to the Board in writing.
- The homeowner is responsible for damage done in the process of making alterations, such as lawn damage, damage to the sprinkling system etc.
- Please be aware that this kind of damage can also be caused by driving or parking on the grass.

Selling a Unit

- If an owner is contemplating selling a unit, he/she needs to contact the Board.
- **All units shall be owner occupied and not leased to others.**

SSE Annual Garage Sale

- Held the second weekend in July.
- **Other sales such as Moving Sales or Estate Sales require a written request to the Board for approval.**

Pet Control

- Responsibility of the owner.
- All waste must be picked up immediately.
- Pets are required to be on a leash while on the street, sidewalks or common

areas.

- Owners of pets are to observe the city ordinances for pets under their care.
- If a resident observes a violation of these ordinances (e.g. animal wastes, destructive behavior and disruptive noise) he/she is encouraged to call the City's Code Enforcement Office (235-9303).

Trash and Recycle Containers

- Except for holidays, **trash** is picked up on **Tuesdays** and **recycling** is picked up every other **Thursday**.
- To be used for trash and recyclable materials and should be placed at curbside no sooner than the evening before collection day.
- The City makes containers available.
- Care should be shown when collection day coincides with mowing or snow removal day so that the bins do not interfere with the contractors.

Emergency Contact Form:

The purpose of the Emergency Contact Form is:

- To have accurate information for the Directory, Newsletter, and your HOA maintenance fee account.
- To use in case of an emergency occur such as a health or property issues.
- This is also an opportunity for you to indicate if you want your cell phone number and email address published. Also, you can indicate if you wish to receive the Newsletter in email form.

This information is confidential and will not be used for any other purpose.

Resident Concerns

- Contact any Board member in writing regarding concerns.
- Concerns will be addressed at the next Board meeting (2nd Monday of each month).
- A letter of reply will be sent to the resident following the meeting on the position or action of the Board on your request.